

Guidelines for Reclassification or Correction of Paper and Electronic Claims

FOR RECLASSIFICATION AND LIQUIDATION OF POs

1. Reclassification of SCO Legacy Values to Department-Level Detail:

Departments will have to manually reclassify the inbound claims (paper & electronic) to the department-level detail (e.g. Reporting Structure, Department Project, Account, Agency Use, etc.) with no change to the appropriation strings. Departments to use SCO Type of Transaction **FSCC** (FSC Correction/Department-Level Transaction) or **CTUP** (Catch Up/SCO Initiated).

Reclassification of SCO Legacy Values to Department-Level Detail and Manual Allocation:

Departments will have to manually reclassify the inbound claims (paper & electronic) and can manually allocate from Program 9999 to the ultimate funding source(s) and program(s). Department to use SCO Type of Transaction **CARE** (Clearing Account Reclass/Manual Allocation).

Note: This will not workflow to SCO but will be included in the PFA query/report.

For additional information for the above reclassifications, reference [Job Aid FI\\$Cal.404 – SCO Approval of GL Journals & AP Journal Vouchers.](#)

Liquidate PO related to Claim

If there is a PO related to the claim, then departments will have to manually create a zero-dollar voucher to reduce the balance of the Purchase Order (encumbrance).

For additional information, reference Job Aid [FI\\$Cal.408 – Create \\$0.00 Manual Catch-Up Voucher to Liquidate PO Resulting from Claim Submission Outside of FI\\$Cal.](#)

FOR CORRECTION OF CLAIMS

Departments will have to manually create a Transaction Request in FI\$Cal as GL journal for claim corrections involving ENY, Fund, Program, Appropriation Reference, etc. Department to use SCO Type of Transaction **CSC** (Claims Schedule Correction). It will route to SCO for approval and will interface to SCO Legacy.

For additional information, reference Job Aid [Job Aid FI\\$Cal.404 – SCO Approval of GL Journals & AP Journal Vouchers.](#)